

Due date
March 1, 2016

Statement of Personal Property
Assessment date – January 1, 2016

2016

Filing Instructions – use this return to report personal property not reported to the Wisconsin Department of Revenue's Manufacturing & Utility Bureau. You must file this completed return with your local assessor on or before March 1, 2016. (sec. 70.35, Wis. Stats.)

Confidentiality – under state law (sec. 70.35(3), Wis. Stats.), personal property returns filed with the local assessor are confidential records of the assessor's office.

Failure to File – if you do not file, your local assessor will estimate your property's value using the best information available. You will also be denied appeal rights with the Board of Review (BOR), under state law (sec. 70.35(4), Wis. Stats.).

Questions? – if you have questions on filing this form, contact your [local assessor](#).

For Office Use Only	
School district	TID no.
Assessor	

Property Owner and Property Information *(agent, consignee or other representative)*

Property address: _____
(if different from above) _____

Business type: _____

FEIN no.	Account no.		
NAICS code	<input type="checkbox"/> Town	<input type="checkbox"/> Village	<input type="checkbox"/> City
County	Municipality		

Owner is: *(check box that applies)*

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP

New owner information – complete this section if there was a change in ownership or the business is no longer in operation.

Type of change: *(check box that applies)*

☐ Discontinued ☐ Sold ☐ Incorporated ☐ Moved

Date of change: - - _____

New owner name _____
Property address _____
Mailing address _____
City, state, zip _____
Phone no. () - _____
Email _____

Preparer and Owner Information/Signature

I, the undersigned declare under penalties of law that I have personally examined this return and its completed schedules. To the best of my knowledge and belief, this return is true, correct and complete.

Preparer			Owner		
Name <i>(please print)</i>			Name <i>(please print)</i>		
Address			Address		
City	State	Zip	City	State	Zip
Phone () -	Fax () -		Phone () -	Fax () -	
Email			Email		
Signature		Date - -	Signature		Date - -
Firm or title			Firm or title		

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Schedule A – Personal Property Return (Assessment Summary as of January 1, 2016)

- This schedule summarizes all taxable personal property from Schedules B through H. Line 11, Col. 3 is the total value of your taxable personal property within this municipality.
- Note:** Schedule D-1, exempt computer equipment and software, cash registers and single-function fax machines, is excluded from Total assessable (Line 11)

Col. 1 Property Type	Col. 2 Subtotal	Col. 3 Total	For Office Use Only Class	Col. 4
1. Boats and watercraft (from Sch. B)			1	
2. Machinery, tools and patterns (from Sch. C)			2	
3. Furniture, fixtures and office equipment (from Sch. D)				
4. Multifunction fax machines, copiers, postage meters ... (from Sch. D2)				
5. Total of lines 3, 4			3	
6. Building on leased land (from Sch. E)				
7. Leased equipment (property in charge of but not owned) (from Sch. F)				
8. Supplies (from Sch. G)				
9. All other personal property (from Sch. H)			4A	
10. Total of lines 7, 8, 9				
11. Total assessable – add lines 1, 2, 5, 6, 10			4B	
12. Exempt computer equipment and software owned... (Schedule D-1)				
Total – from the 2015 PA-003 Schedule D-1 (Col. 6)				

Schedule B – Boats and Watercraft

2016

Report: All boats and watercraft subject to general property taxation. Review the *Composite Conversion Factors and Composite Useful Lives Table* on various equipment: revenue.wi.gov/report/p.html#personal.

Col. 1 Description of Boats and Watercraft	Col. 2 Acquisition Year	Col. 3 Original Cost	Col. 4 Conversion Factor	Col. 5 Declared Value January 1	Col. 6 For Office Use Only
Total declared value					

(Note: Attach additional sheets if needed)

Enter Col. 5 Total on Sch. A, Line 1, Col. 3

Schedule C – Machinery, Tools and Patterns

2016

Report: All machinery and shop equipment. Use the costs from your accounting records. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in Col. 2. Enter any additions or deletions by acquisition year in Col. 3.

Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2015	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2015	Col. 4 Net Total Original Cost as of Jan. 1, 2016 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2016 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2015				.925		
2014				.794		
2013				.681		
2012				.585		
2011				.507		
2010				.435		
2009				.370		
2008				.327		
2007				.282		
2006				.246		
All prior years				.139		
Total						

Enter Col. 6 Total on Sch. A, Line 2, Col. 3

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2016

Schedule D – Furniture, Fixtures and Office Equipment						2016
Report: All furniture, fixtures and office equipment (e.g., office, store and professional furniture, fixtures and equipment, business and professional libraries, other assets related to the sales and administration of your business). Original Cost in Col. 4, should contain all costs of installation and freight, add-ons and sales tax.						
Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2015	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2015	Col. 4 Net Total Original Cost as of Jan. 1, 2016 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (10-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2016 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2015				.925		
2014				.794		
2013				.681		
2012				.585		
2011				.507		
2010				.435		
2009				.370		
2008				.327		
2007				.282		
2006				.246		
All prior years				.139		
Total						

Enter Col. 6 Total on
Sch. A, Line 3, Col. 2

Schedule D1 – Exempt Computer Equipment & Software (Owned), Cash Registers & Single Function Fax Machines						2016
<ul style="list-style-type: none"> Report: Mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminals, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers, and single function fax machines. Review the Computer Exemption Guidelines for Assessors and Property Owners (revenue.wi.gov/pubs/slf/compexgd.pdf). Do not report: Custom software Note: Per state law (sec. 70.36(1m), Wis. Stats.), any person, firm or corporation that fails to include information on exempt property under sec. 70.11(39) and sec. (39m) will owe \$10 for every \$100 or major fraction that is not reported (sec. 70.35, Wis. Stats.). 						
Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2015	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2015	Col. 4 Net Total Original Cost as of Jan. 1, 2016 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (4-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2016 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2015				.813		
2014				.513		
2013				.323		
2012				.204		
2011				.130		
2010				.081		
2009				.051		
All prior years				.032		
Total						
Total leased equipment from Sch. F, Col. 7						
Combined totals						

Enter Col. 6 Total on
Sch. A, Line 12, Col. 2

2016

2016

Col. 1 Acquisition Year	Col. 2 Total Original Cost as of Jan. 1, 2015	Col. 3 Additions, Disposals, Transfers at Cost Since Jan. 1, 2015	Col. 4 Net Total Original Cost as of Jan. 1, 2016 (Col. 2 +/- Col. 3)	Col. 5 Conversion Factor (6-yr)	Col. 6 Indexed Net Value (Full Value) on Jan. 1, 2016 (Col. 4 x Col. 5)	Col. 7 For Office Use Only
2015				.875		
2014				.663		
2013				.502		
2012				.380		
2011				.291		
2010				.220		
All prior years				.125		
Total						

2016

<i>Col. 1</i> Property Description	<i>Col. 2</i> Acquisition Year	<i>Col. 3</i> Original Cost	<i>Col. 4</i> Opinion of Value January 1	<i>Col. 5</i> For Office Use Only
Total declared value				

2016

<i>Col. 1</i>	<i>Col. 2</i>	<i>Col. 3</i>	<i>Col. 4</i>	<i>Col. 5</i>	<i>Col. 6</i>	<i>Col. 7</i>	<i>Col. 8</i>
Name and Address of Leasing Company*	Equipment Type and Lease No.	Gross Annual Rent	Installation Year	Original Cost	Indexed Value Taxable Equipment	Indexed Value Computer	For Office Use Only
- - - - - - - - - - - - - - -							
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Enter Col. 7 Total on Sch. D-1 on
page 3, near bottom of Col. 6

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2016

Schedule G – Supplies

2016

Report: Your supplies inventory. Report items that in your possession on January 1 and are expensed and not subject to resale, but are necessary in the conduct of business and are consumed in the operations of providing customer services.

Supplies include: Items used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning

Supplies inventory – January 1, 2016 \$

Enter amount on Sch. A, Line 8, Col. 2

Schedule H – All Other Personal Property, Leasehold Improvements, Signs, Billboards, Logs and Forest Products, Improvements on Exempt Land, Improvements on Forest Cropland or Managed Forestland

2016

Report: All leasehold improvements and other personal property not previously reported on other schedules. Report improvements on exempt land and privately owned structures, billboards, cable television towers or special taxed land.

Review the *Composite Conversion Factors* and *Composite Useful Lives Table* on various equipment: revenue.wi.gov/report/p.html#personal.

Leasehold improvements – any alterations, additions or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in Col. 3.

Include: Logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing that type of property.

Exclude: Merchant's or manufacturing stock.

Col. 1 Acquisition Year	Col. 2 Property Description	Col. 3 Acquisition Cost	Col. 4 Conversion Factor	Col. 5 Declared Value January 1	Col. 6 For Office Use Only
			Total		

Lease or Asset Information

Enter Col. 5 Total
on Sch. A, Line 9, Col. 2

For each property you are leasing, provide the following: (attach additional sheets if necessary)

Property 1

Term Start _____ End _____ (mm-yyyy) (mm-yyyy)	Square footage – leased area _____ Sq. Ft.	Annual rent \$ _____	If your sales are the basis for your rent, enter the percentage of sales you pay as rent. _____ %
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Rent includes: (check all that apply)

☐ Electric ☐ Heat ☐ Real estate taxes ☐ Parking ☐ Common area maintenance ☐ Other (describe below)

Property 2

Term Start _____ End _____ (mm-yyyy) (mm-yyyy)	Square footage – leased area _____ Sq. Ft.	Annual rent \$ _____	If your sales are the basis for your rent, enter the percentage of sales you pay as rent. _____ %
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Rent includes: (check all that apply)

☐ Electric ☐ Heat ☐ Real estate taxes ☐ Parking ☐ Common area maintenance ☐ Other (describe below)